

BLUEDOG BUSINESS SOLUTIONS - SERVICES GUIDE

ADMIN / SUPPORT

- Email cleansing
- Meeting booking & diary management
- Mail merge creation
- Creation of business templates (e.g. questionnaires, forms, invoices, quotes)
- Online / cloud based file structure & management
- Writing office manuals, training documents & internal operating procedures
- Review & format documents
- Copy & audio typing
- Report writing
- Data entry
- Internet based research
- Pre/post event reporting
- CRM management

MARKETING

- Networking evaluation
- Venue comparison
- Newsletter/magazine creation & updates
- Assist with booking suppliers
- Business promotion via social media
- Brochure, booklet & flyer creation
- Creation / reformatting of powerpoint presentations
- Presentation of data & information
- Maintain a blog
- Running of email campaigns

FINANCE

- Logging receipts & expenses (xero, sage, quickbooks)
- Raise quotes
- Raise invoices
- Setting up spreadsheets
- Send invoice reminders
- Late payment chasing
- Maintaining and recording KPI's